

**Supporting Statement  
for  
Application and Permit to Handle Hazardous Material**

OMB No.: 1625-0005  
COLLECTION INSTRUMENTS: CG-4260

**A. Justification**

1) Circumstances that make the collection of information necessary.

The Coast Guard and the Pipeline and Hazardous Materials Safety Administration (formerly Research and Special Programs Administration) have issued regulations to ensure the safe handling and transportation of explosives and hazardous materials. The Coast Guard's regulations have been issued under the Ports and Waterways Safety Act (33 U.S.C. 1225) which authorizes the Secretary of the department in which the Coast Guard is operating to establish procedures and standards for the handling, loading and unloading, storage, and movement of hazardous material on a vessel and/or a waterfront facility. These regulations are covered in 33 CFR 126.17 for facilities, and 49 CFR 176.100 and 49 CFR 176.415 for vessels. Improper stowage and handling of explosives or other hazardous material have led to catastrophic explosions which have caused extensive damage and death.

This information collection supports the following strategic goals:

Department of Homeland Security

- Prevention
- Protection

Coast Guard

- Maritime Safety
- Maritime Stewardship

Prevention Policy & Response Policy Directorates (CG-5P & CG-5R)

- Maritime Safety
- Human and Natural Environment

2) Purposes of the information collection.

The Coast Guard Captain of the Port (COTP) uses these permits to determine whether safe practices are being followed in the stowage and handling of explosives and hazardous materials. Permits are issued, at times, for extended periods of time up to one year. COTPs schedule their patrols around permits in force to maximize people and equipment resources.

3) Consideration of the use of improved information technology.

The information required is particular and unique to each request. The "Application and Permit to Handle Hazardous Materials" form (CG-4260) can be downloaded from the Coast Guard's web site: [http://www.uscg.mil/forms/cg/CG\\_4260.pdf](http://www.uscg.mil/forms/cg/CG_4260.pdf). We estimate that 100% of the reporting requirements can be done electronically via e-mail. At this time, we estimate that 0% of responses are collected electronically.

4) Efforts to identify duplication.

This information is specific to each operation. There are no other similar Federal requirements or duplications known to exist.

5) Methods to minimize the burden to small business if involved.

This information collection does not have an impact on small businesses or other small entities.

6) Consequences to the Federal program if collection were conducted less frequently.

If the information were not collected the COTP would be forced to expend more resources to ensure that the port was safe from potential hazardous conditions due to the possible improper handling of explosives or other hazardous materials. The COTP would no longer be able to target patrols for the most effective use of people and resources. The program is presently at a minimum level with most permits being issued for extended periods of time, up to one year in many cases, with terminals being able to notify via telephone only when they are handling explosive or other hazardous materials required to have a permit.

7) Special collection circumstances.

This information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5(d)(2).

8) Consultation.

A 60-Day Notice (See [USCG-2014-0154], June 11, 2014, 79 FR 33572) was published in the Federal Register to obtain public comment on this collection. Coast Guard published an additional 60-Day Notice to provide the public more time to provide comments (October 7, 2014, 79 FR 60484). The Coast Guard has not received any comments on this information collection.

9) Provide any payments or gifts to respondents.

There is no offer of monetary or material value for this information collection.

10) Describe any assurance of confidentiality provided to respondents.

There are no assurances of confidentiality provided to the respondents for this information collection.

11) Additional justification for any questions of a sensitive nature.

There are no questions of sensitive language.

12) Estimate of annual hour and cost burdens to respondents.

- The estimated annual number of respondents is 66.
- The estimated annual number of responses is 165.
- The estimated annual hour burden is 182 hours.
- The estimated annual cost burden is \$14,153.

The burden to respondents is provided in Appendix A. Reporting and recordkeeping hour and cost burdens were estimated based on an analysis of the available data in the Coast Guard's MISLE<sup>1</sup> database for permits to handle explosives issued from 2010-2012. Permits must be maintained for one year at the work site as well as at the local COTP. This recordkeeping requirement is necessary because explosive cargoes are often maintained onboard ship for long periods of time. The inherent danger involving an accident makes it imperative that in the event of an incident, specific information on the hazardous material stowed be immediately available to prevent potential catastrophic loss of life and property.

It will take an average of approximately ½ an hour of management time to prepare and review the appropriate information required for the permit. It will likewise take approximately ½ an hour of clerical time to type this information and 1/10 of an hour to file the resulting paperwork. The hours of burden per application were multiplied by the total responses to find the total hour burden. The cost estimate was calculated by multiplying the appropriate wage rate categories for management and clerical by the hour

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<sup>1</sup> MISLE—Marine Information for Safety and Law Enforcement.

burden figures. The wage rates for management and clerical were obtained from the current edition of COMDTINST 7310.1 (series) for an O-3 and E-4 Out Government, respectfully.

13) Total annualized capital and start-up costs.

There are no capital, start-up or maintenance costs associated with this information collection.

14) Estimates of annualized Federal Government costs.

The estimated annual Federal Government cost is \$15,111 (see Appendix B). It will take approximately ½ an hour of management time for an initial review of the permit applications and ½ an hour of management time for a senior review of the applications and to issue the permit. It will take approximately 1/10 an hour of clerical time to file the resulting paperwork. The hours of burden per application were multiplied by the total responses to find the total hour burden. The cost estimate was calculated by multiplying the appropriate wage rate categories for management, senior management, and clerical by the hour burden figures. The wage rates for management, senior management, and clerical were obtained from the current edition of COMDTINST 7310.10 (series) for an O-3, O-5, and E-5 Out Government, respectfully.

15) Reasons for the change in burden.

The change (i.e., decrease) in burden is an ADJUSTMENT due to a decrease in the estimated number of responses. There is no change to the reporting and recordkeeping requirements of this collection. The reporting and recordkeeping requirements and the methodology for calculation burden remain unchanged.

16) Plans for tabulation, statistical analysis, and publication.

This information collection will not be published for statistical purposes.

17) Approval for not explaining the expiration date for OMB approval.

The Coast Guard will display the expiration date for OMB approval of this information collection.

18) Explain each exception to the certification statement.

The Coast Guard does not request an exception to the certification of this information collection.

**B. Collections of Information Employing Statistical Methods.**

Collection does not employ statistical methods.